

QUICK REFERENCE CARD

AUTOMATED COMMERCIAL ENVIRONMENT (ACE)

AD/CVD

SEARCH FOR CASES AND MESSAGES



OFFICE OF TRADE



U.S. Customs and Border Protection

VERSION 1.0

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APPROVED



AD/CVD SEARCH FOR CASES AND MESSAGES

INTRODUCTION

There are two ways to search for a case and message:

- Quick Search - Using the case or message number.
- Advanced Search - Using multiple search criteria.

Use Quick Search to search for partial case numbers. You must use the complete message number when doing a Quick message search.

Use Advanced Search to narrow search results.

- Two criteria are required for a case search.
- One criteria is required for a message search.

SEARCH FOR A CASE OR MESSAGE USING QUICK SEARCH

Step	Action
1.	<p>In the Search pane:</p> <ol style="list-style-type: none"> In the Search By field, select Case or Message in the drop-down menu. In the next field, type a <i>case number</i> or <i>message number</i>. Select the Search button. <p>The Search Results pane displays.</p> <div style="display: flex; justify-content: space-around;"> <div data-bbox="253 1066 516 1302"> </div> <div data-bbox="711 1073 971 1302"> </div> </div>
2.	<p>For a Case search:</p> <ol style="list-style-type: none"> In the Search Results pane in the CBP Case # column, select a case number hyperlink. <p>The Details for Case Number # pane displays below the Case Search Results pane.</p> <p>For a Message search:</p> <p>The Message Search Results pane and Details for Message Number # pane displays below the search results with the message information.</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div data-bbox="253 1696 365 1806"> </div> <div data-bbox="386 1743 1031 1806"> <p>TIP: Select the Excel icon to export search results.</p> </div> <div data-bbox="1104 1333 1347 1585"> </div> <div data-bbox="1104 1617 1356 1837"> </div> </div>

For assistance, call the CBP External Support at 1-866-530-4172.



AD/CVD SEARCH FOR CASES AND MESSAGES

SEARCH FOR A CASE OR MESSAGE USING ADVANCED SEARCH

Step	Action
1.	<p>In the Search pane:</p> <ol style="list-style-type: none"> In the Search By field, select Case or Message in the drop-down menu. Select the Advanced Search hyperlink. <p>The Cases or Messages Advanced Search dialog box displays.</p> <div style="display: flex; align-items: center;"> <p>IMPORTANT: Do not enter any criteria in the case number or message number field.</p> </div>
2.	<p>In the Advanced Search dialog box:</p> <ol style="list-style-type: none"> Type or select search criteria. Select the Search button. <p>The Case or Message Advanced Search Results pane displays.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Cases Advanced Search</p> <p>Search by Case Type: <input type="text" value="Principal and Company"/> Suspend ES Liquidation: <input type="text" value="Suspend ES Liquidation"/> Manufacturer Name: <input type="text"/></p> <p>Case # (CBPDOC): <input type="text"/> Suspend ES Liquidation Date: <input type="text"/> To <input type="text"/> Exporter Name: <input type="text"/></p> <p>Companion Case # (CBPDOC): <input type="text"/> HTS #: <input type="text"/> Rate Application: <input type="text"/></p> <p>Third Country CBP Case #: <input type="text"/> Note Indicator: <input type="text"/> Current Rate: <input type="text"/></p> <p>Country: <input type="text"/> Note Created By: <input type="text"/> Change Field: <input type="text"/></p> <p>Case Status: <input type="text" value="Active"/> Note Type: <input type="text"/> Changed By: <input type="text"/></p> <p>Determination: <input type="text"/> Note Date Entered: <input type="text"/> To <input type="text"/> Change History Date: <input type="text"/> To <input type="text"/></p> <p>Official Case Name: <input type="text"/> Event FR Cite: <input type="text"/> FR: <input type="text"/> Bond/Cash: <input type="text"/></p> <p>Short Case Name: <input type="text"/> Event FR Cite Date: <input type="text"/> To <input type="text"/> Bond/Cash Effective Date: <input type="text"/> To <input type="text"/></p> <p>CBP Lead Center: <input type="text"/> Company Name (Mfr or Exp fields): <input type="text"/> Event: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input style="background-color: #0056b3; color: white;" type="button" value="Search"/></p> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Messages Advanced Search</p> <p>Message Type: <input type="text"/> Create Date: <input type="text"/> To <input type="text"/> Message Ever Returned: <input type="text"/></p> <p>Sub-Type: <input type="text"/> Message Date: <input type="text"/> To <input type="text"/> Message Title: <input type="text"/></p> <p>Message Status: <input type="text"/> Period Covered Begin Date: <input type="text"/> To <input type="text"/> Note Date: <input type="text"/> To <input type="text"/></p> <p>Message #: <input type="text"/> POI/POR Begin Date: <input type="text"/> To <input type="text"/> Note Title: <input type="text"/></p> <p>Principal/3rd Country Case #: <input type="text"/> Returned Date: <input type="text"/> To <input type="text"/> Author Name: <input type="text"/></p> <p>Court #: <input type="text"/> Sent Date: <input type="text"/> To <input type="text"/> E&C office: <input type="text"/></p> <p>Access Type: <input type="text"/> FR Cite: <input type="text"/> FR: <input type="text"/> FR Cite Date: <input type="text"/> To <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Clear"/> <input style="background-color: #0056b3; color: white;" type="button" value="Search"/></p> </div> </div>
3.	<p>In the Case or Message Search Results pane in the CBP Case # column or IMN column, select a hyperlink.</p> <p>The Details for Case or IMN Number # pane displays below the Search Results pane.</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Case Search Results</p> <p> CBP Case # Indicators</p> <p style="border: 1px solid red; padding: 2px; display: inline-block;">A-122-555</p> N</div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p>Message Search Results</p> <p> IMN Message Case Number & Short Case Name</p> <p style="border: 1px solid red; padding: 2px; display: inline-block;">1043</p> A122555 Syr</div> </div>

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